



# Amgen Teach

## Registration process guidelines

[www.amgenteach.eu](http://www.amgenteach.eu)



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## INTRODUCTION

The purpose of the Amgen Teach registration process guidelines document is to provide an overview on the registration process of teachers participating to the Amgen Teach training courses from 2014 to 2017.

The registration process will be performed centrally by EUN Partnership aisbl (EUN) for all the teachers applying to courses in the ten selected countries, namely: Austria, Belgium, Czech Republic, France, Germany, Ireland, Italy, Poland, Spain and Turkey. All teachers in each of the ten countries are expected to register online ([www.amgenteach.eu/register](http://www.amgenteach.eu/register)) prior to attending the training courses. Each teacher is eligible to register only for courses in their own country of residence. Confirmation of registration will be sent out by the training provider in the specific country. Therefore, registration should not be considered final unless having received the final confirmation from your respective training provider.

## GETTING STARTED

The online registration process was developed by EUN for data collection and evaluation process. Correct use of the website will ensure easy completion of the mandatory registration before attendance to the training courses.

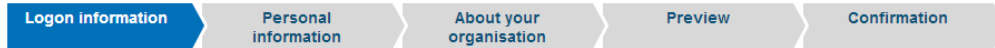
EUN is not held responsible for any misuse. It is the responsibility of each teacher to check that the data entered is correct. The online registration can be access at the following link:

[www.amgenteach.eu/register](http://www.amgenteach.eu/register)

## Registration process

Go to the Amgen Teach registration website: [www.amgenteach.eu/register](http://www.amgenteach.eu/register).

#### REGISTER



#### CHOOSE/CREATE YOUR OPENID

This site requires an OpenID account. You can use an existing OpenID account or you can create a new one. If you're new to OpenID you can read more about it [here](#).

##### 1 I have an European Schoolnet OpenID

If you have registered before with an European Schoolnet website chances are you already have an OpenID account (ex: <https://myid.id.europeanschoolnet.org>). You can reuse this account (recommended) by clicking the link below.

[▶ Reuse an existing EUN OpenID](#)

##### 2 I don't have an OpenID account yet

If you have not registered on an European Schoolnet website before or you have no OpenID account yet you can create one by clicking the link below

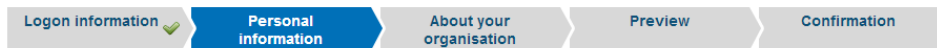
[▶ Create a new EUN OpenID](#)

If you already have an EUN OpenID for another project then please select “Reuse an existing EUN OpenID”. If you do not already have an OpenID please select “Create a new EUN OpenID”.

#### Reuse an existing EUN OpenID.

If you have clicked on “Reuse an existing EUN OpenID” you will be directed to your profile and specifically to the Amgen Teach course registration website:

#### REGISTER



#### INFORMATION ABOUT YOURSELF AUTOMATICALLY PRE-FILLED

The data you provided earlier about yourself ([Edit](#))

Some information about yourself has already been pre-filled from your previous registration. However, you can edit something if it has changed since the time of initial creation of your OpenID by clicking on “edit”.

You will then need to fill in the information that has not already been pre-filled:

- About Yourself:

### ABOUT YOURSELF

Fields marked with \* are mandatory

Gender\*

Select the Amgen Teach course given in the country where you teach\*

Please note that you are only eligible to apply for a training course in your country of residence

I declare that I have read and accept the EUN Partnership AISBL [legal statements](#) and [privacy policy](#).\*

Please note that you are only eligible to apply for a training course in your own country of residence and where you are teaching.

- About what you do:

### ABOUT WHAT YOU DO

Fields marked with \* are mandatory

- Subjects
- art
  - biology
  - citizenship
  - cross-curricular education
  - educational administration
  - ethics
  - foreign language
  - geology
  - history
  - informatics/ICT
  - law
  - media education
  - natural sciences
  - astronomy
  - chemistry
  - classical languages
  - culture
  - economics
  - environmental education
  - European studies
  - geography
  - health education
  - home economics
  - language and literature
  - mathematics
  - music
  - philosophy

Please select the subject(s) that you are teaching and/or interested in.

Role\*

Please indicate your primary role in your organisation.

Students age range\*

Age range of students taught to in current school year

Number of classes\*

The number of classes you teach in

Number of girl students\*

The number of girls you teach to

Number of boy students\*

The number of boys you teach to

All above fields must be completed. With regards to the number of girl students and number of boy students you can include an estimate if you do not know the exact numbers.

Once you have filled in all of the above you must click on “submit”.

You are then directed to the section “About your organisation”. There you are asked to input information concerning the organisation you are employed with. If you cannot find your organisation in the drop-down list provided, then you must click on “I did not see my organisation in the list”, where you will need to include the following basic information:

**ABOUT YOUR ORGANISATION**

Fields marked with \* are mandatory

Type\*

Official institution name\*  Please write the official name of your institution in its original language.

Address\*  Please write the full postal address of your institution.

Town\*  Please write the name of your city in its original language. Write only the first letter in uppercase (e.g., London not LONDON).

Post code

Country\*  Please select your institution's country of origin.

Region\*

Email  Please note: this is the general email address of your institution, not your personal email address.

Funding : State vs private\*  org.funding.hlptxt!

Size of your school\*  org.size.hlptxt!

Once all fields have been completed you must click on “submit”.

You will then be directed to a preview of your profile. Please check through the information provided to make sure that you have not made a mistake. In the event you have made a mistake you can once again click on “EDIT” and make the necessary changes. If the information provided has been checked and is correct you must once again click on “submit” to finalise your registration.

Upon finalisation of registration you will receive an automated email. The email will include a reference number, which you must remember at all stages of the Amgen Teach project as you will be asked to indicate this reference number on any questionnaires related to the Amgen Teach project that you will be required to complete.

Please note that completion of the registration does not guarantee your participation in the training course. You will be contacted by the respective training provider in your country, who will confirm your registration to the course and provide you with further information.

### Create a new EUN OpenID.

If you do not already have an EUN OpenID you will need to create a new one. Once you have clicked on “create a new EUN OpenID” you will be asked to complete the OpenID registration details:

**Logon information** | Personal information ✓ | About your organisation ✓ | Preview ✓ | Confirmation

### EUROPEAN SCHOOLNET OPENID REGISTRATION DETAILS

Fields marked with \* are mandatory

**Username\***  Only letters and numbers, minimum 6 characters.

**First name\***

**Family name\***

**Email\***  Enter a valid, existing email address

**Password\***  Choose a strong one! Minimum 6 characters. It must contain a mix of letters and at least 1 digit.

**Confirm password\***

**Security check\***  292 Answering the question will prove this is a genuine request and not automated software.

I declare that I have read and accept the EUN Partnership AISBL legal statements and privacy policy.\*

Select a username and password that you can easily remember as you will need to use this username and password any time you logon to the Amgen Teach teachers’ community and/or any other projects associated to EUN.

Once you have completed the above information and have entered the security check question you must tick “I declare that I have read and accept the EUN Partnership AISBL legal statements and privacy policy” and then click “submit”.

Once you have clicked on “submit” you will be requested to input your personal information. You can now refer to the section above “Reuse an existing OpenID” as the steps you must follow are the same as those mentioned above.

## Finalisation

Upon finalisation of registration you will receive an automated email. The email will include a reference number, which you must remember at all stages of the Amgen Teach project as you

will be asked to indicate this reference number on any questionnaires related to the Amgen Teach project that you will be required to complete.

Please note that completion of the registration does not guarantee your participation in the training course. You will be contacted by the respective training provider in your country, who will confirm your registration to the course and provide you with further information.